

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-267/ANG 52-05

OPENING DATE: 9 September 2005

CLOSING DATE: 11 October 2005

ANTICIPATED FILL DATE: 30 Oct 05

AMENDED DATE: 22 Sep 05

POSITION TITLE AND NUMBER

Equal Employment Specialist, PDCN R0275100
MD#: 1722-210

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-HRO-SEEM, NCARNG
Raleigh, North Carolina

GRADE AND SALARY*(Includes Locality Pay 11.72%)*

GS-0260-09 \$41,772.00 - \$54,300.00 per annum

GS-0260-07 \$34,149.00 - \$44,395.00 per annum (Trainee)

EMPLOYMENT STATUS

Excepted Service

Changes are in Italics

WHO CAN APPLY: The area of consideration for this announcement is the **STATEWIDE**. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is **required** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-6217-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience for the GS-09, 12 months specialized experience for the GS-07 which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431**.

1. Ability to analyze organizational policies and practices to identify barriers to EEO.
2. Knowledge of particular employment problems faced by women, minorities, etc.
3. Skill in meeting and working with a variety of people.
4. Knowledge of the regulation, policies, complaint processing procedures, and methods of developing affirmative action plans.
5. Skill in investigating and analyzing problems.
6. Ability to communicate in writing.
7. Skill in reading, understanding, interpreting and explaining technical material, regulation, laws, court decisions.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCNG). NCNG status (military grade, MTOE or TDA assignment, AFSC/MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Officer, Warrant Officer or Enlisted position in the NCNG is mandatory. (Q AFSC 36X3 Branch immaterial; and material skill code 5T (Equal Opportunity Advisor); WO: MOS 420A; E: CMF 71, 3X1X1)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Incumbent assists in the development and implementation of the National Guard Bureau Equal Opportunity Program at the State level. Assists in writing the affirmative action plan covering both short and long range goals and objectives. Continuously reviews this plan and revises it as needed. Conducts periodic analysis of the Active Guard/Reserve (AGR) and military technician work force to identify underrepresented classes in the various occupations and military grades. Works closely with Human Resources Office sections in developing recruiting and employment strategies which insure that equal employment opportunity goals are achieved. Assists in the management of the State EEO complaints processing system. Tracks the status of formal discrimination complaints. Recruits counselors and insures that appropriate training is provided. May address groups regarding EEO policies, practices, and goals in the National Guard. Solicits community support in assisting the Guard to eliminate under-representation of minority groups. Provides training to supervisors on preventing or remedying discrimination. Regularly collects and compiles statistical data, using the data as a basis for recommendations on courses of action. Disseminates news and information concerning the State Equal Opportunity Program. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. Individual selected as trainee will be noncompetitively promoted upon completion of specialized experience requirement.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974